

## NSF SBIR/STTR Phase II Proposal Check List

- Proposals are due before 12:00 MIDNIGHT Submitter's Time on the deadline date.
- Submit your Phase I Final or your Phase IB Interim Report via Research.gov prior to the submission of the Phase II proposal. **You must separately upload this report to the Supplementary Documents module in FastLane as part of your Phase II proposal.**
- Make sure you have included the "signed" Report Cover page as part of the Phase I Final, or Phase IB Interim, Report. Cover Pages can be found at: [http://www.nsf.gov/eng/iip/sbir/Forms/SBIR-STTR\\_Revised\\_Report\\_Cover.pdf](http://www.nsf.gov/eng/iip/sbir/Forms/SBIR-STTR_Revised_Report_Cover.pdf) and [http://www.nsf.gov/eng/iip/sbir/Forms/SBIR-STTR\\_Revised\\_Report\\_Cover.pdf](http://www.nsf.gov/eng/iip/sbir/Forms/SBIR-STTR_Revised_Report_Cover.pdf)
- Read and review the detailed Phase II proposal guidelines at [http://www.nsf.gov/eng/iip/sbir/phase\\_II.jsp](http://www.nsf.gov/eng/iip/sbir/phase_II.jsp)
- Use this resource when uploading your Phase II proposal in FastLane: [http://www.nsf.gov/eng/iip/sbir/documents/Phase\\_II\\_Proposal\\_Preparation\\_Booklet.pdf](http://www.nsf.gov/eng/iip/sbir/documents/Phase_II_Proposal_Preparation_Booklet.pdf)
- **Cover Sheet** Components – make all necessary sections are completed, the Phase I award number appears and the correct Phase I solicitation number is noted.
- **Project Summary** is limited to one page and:  
The aggregate of the three text boxes cannot exceed 4,600 characters. The maximum number of lines that may be included on a page is 51.

**DO NOT use the option to upload the Project Summary  
into the Supplementary Documents**

- **Project Description** – does not exceed 15 pages and contains all required components as outlined on the Phase II proposal guidelines here: [http://www.nsf.gov/eng/iip/sbir/phase\\_II.jsp](http://www.nsf.gov/eng/iip/sbir/phase_II.jsp)
- **References Cited** Module: Provide a reasonable (1-2 pages) list of relevant sources, papers, patents, etc. that can show that you have done a thorough job at researching the state of the technology.
- **Biographical Sketches** Module: Provide 1-2 page bios on all "key" contributors to the project; this includes consultants and the leads of subawardee institutions.
- **Current and Pending Support** Module: Make sure you list all the current projects and potential projects (pending proposals for funding) for all key personnel of the project.
- **Facilities, Equipment and Other Resources** Module (see web site for info)
- **Budget Module** (includes budget justification): Provide line by line documentation on all non-zero budget lines. Upload consultant letters to the Budget Justification, ensuring that these letters clearly state the number of days and the maximum consultant rate. Upload letters of commitment/collaboration from sub-contractors and quotes to the Budget Justification module as well.
- **Supplementary Documents Module**

- Data Management Plan
- Post-Doc Mentoring Plan (if applicable)
- **Other Supplementary Documents**
  - Payment Schedule and Milestone Chart
  - Phase I Final Report
  - Commercialization Plan (not to exceed 15 pages)
  - Letters of Support for Technology (maximum five)
  - Company Commercialization History Uploaded (if applicable)
  - Letter(s) regarding human subjects Institutional Review Board or IACUC approval of animal use. Uploaded (if applicable)
  - Cooperative Research Agreement (for STTR proposals only)
  - SBC Registration Control ID Form (from SBA Company Registry)

**It is highly recommended to convert all files to PDF and then upload the PDF files to FastLane, this will save you time and reduce PDF conversion errors in the system.**